

4 September 1975

MEMORANDUM FOR: Executive Assistant

SUBJECT : SPD's Weekly Report, Including
Thursday's Daily

1. PSB reports that for the week ending 29 August 1975, they reviewed 55 new files (no minority), put into process 18 (2 minority), and rejected 16 (no minority). A total of 168 files in all stages were reviewed.

2. For the month of August 1975, PSB reviewed 168 new files (11 minority), put into process 139 (6 minority) and rejected 113 (7 minority). A total of 858 files in all stages were reviewed.

STAT 3. Time spent [] for the period 29 August through 4 September 1975: CARB 5 1/2 hours (1 GS-06).

STAT 4. Commander [] USN, reported in on 2 September 1975 for applicant processing. Commander [] is being processed for assignment to the Intelligence Community Staff. It is anticipated that he will enter on duty on 8 September 1975. STAT

STAT 5. Miss [], PPB Secretary, has accepted an assignment with the Office of Security and will be transferring to [] early in September. Her replacement, Mrs. [] from the former [] recruitment office, STAT reported for duty on 3 September.

[]
Chief, Staff Personnel Division

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8. A memorandum to Mrs. [] Personnel Officer, ADP, furnished information concerning consideration given to including MSQ data in the QRS. She was advised that QAB has made overtures to MPB since late 1962 or early 1963 regarding this. QAB's objective has been to incorporate MSQ data into our system in order to have a computer capability (our system) for producing Item 11 on the current Biographic Profile. It was suggested that perhaps Mrs. [] could encourage MPB to incorporate MSQ data into our system.

9. Effective 1 September 1975 the employment contract with Mrs. [] Pers Cler, was renewed for a period of one year. The new contract is for part-time employment 30 hours per week, on a scheduled basis - 5 days, 6 hours each.

F. Special Projects Report

Activity:

- (1) Department of Justice - Charts and information showing the DDA and ADDA from 1950 through 1967; the D/ONE from 1957 through 1967; and, the D/OLC from 1964 through 1970.
- (2) SSC - Mr. [] of LA Division was given a list of all employees assigned to the [] Station from 1965 through 1975.
- (3) SSC/HSC - Compilation on Details In and Out.

Branch: SRB

Personnel:	Hours	Grade
Activity (1) & (2)	6	GS-13
(1) & (2)	4½	GS-12
(1) & (2)	1	GS-07
(1) & (2)	½	GS-04

Branch: TRB

Personnel:	Hours	Grade
Activity (1)	1	GS-09
(3)	35	GS-12
(3)	1	GS-09
(3)	1½	GS-06
(3)	35	GS-05
TOTAL	85½	

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